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**RESOLUTION ESTABLISHING**  
**COMMUNITY RELATIONS INDEX**

WHEREAS, it is the desire of the Muskegon City Commission to encourage increased public information concerning citizens who so diligently serve as volunteers to City boards, commission, and committees and to those dealing with same; and

WHEREAS, the City Commission desires to provide a concise accessible document for citizens, media, City officials, and those dealing with boards, commissions, and committees; and

WHEREAS, the City Commission wishes to provide timely information to expedite the appointment process;

NOW, THEREFORE, BE IT RESOLVED, by the Muskegon City Commission that a Community Relations Index be established to carry out the above purposes. The Index shall consist of the following:

1. It shall be a compilation of current boards, commission, or committees - outlining their purposes, enabling legislation, composition, appointment process, term of office, meeting addresses, and phone numbers.
2. There shall be a listing of City officials, their addresses, and phone numbers.
3. There will be a minimum distribution of the Index to Commission and staff. Components of the Index will also be distributed to commission chairpersons, press, library, or citizens appearing before a specific board.
4. The Index shall be updated yearly with periodic corrections as necessary.
5. The Index will be maintained by the City Clerk's Office with chairpersons of the committees notifying this office when terminations or vacancies occur.

**RESOLUTION TO APPOINT MEMBERS TO BOARDS, COMMITTEES, AND COMMISSIONS**  
**OF THE CITY IN ORDER OF PRIORITY**

WHEREAS, unless otherwise specified by statute, charter or ordinance, the Mayor and City Commission shall appoint members to boards, committees and commissions of the City in the following priorities:

Full-time residents of the City of Muskegon have the first priority for all appointments. In the event a position to be filled requires certain licensure, business connection with the City, or particular expertise, then the City Commission may, if not otherwise prevented by law, appoint non-residents.

Second priority shall be given to non-residents having identifiable business interests located in the City. As above, if no such persons exist to fill positions needing or requiring certain expertise or licensure, then non-residents who have no such interest may be considered.

Non-residents may be considered, where allowed by law, for all boards, commissions, and committees. Generally, the City Commission will seek persons with particular expertise or required licensure when appointing non-residents.

NOW, THEREFORE, BE IT RESOLVED, that this order of priorities shall not be binding unless required by law. The City Commission may exercise its good judgment in determining who should fill positions on all boards, commissions, or committees.

**POLICY RELATIVE TO ATTENDANCE AT CITY MEETINGS**  
**ADOPTED SEPTEMBER 14, 1982**

The Community Relations Committee presented a policy regarding attendance for the many boards, commissions, and committees serving the City of Muskegon as follows:

Instead of trying to formulate a hard and fast policy regarding attendance for the many boards, commissions, and committees with their various needs and schedules, the Community Relations Committee believes it would be more feasible to rely on the Chairperson of each group to manage the issue. The City Commission could then just assess attendance performance using regular reports from the Chairperson of each group.

Consequently, the Community Relations Committee recommends that, through acceptance of this letter, the City Commission adopt the following policy regarding the attendance of Commission appointees to the various boards, commissions, and committees serving the City of Muskegon.

The Chairperson of each board, commission, or committee shall be responsible to see that attendance is recorded at each meeting.

When deemed appropriate by the Chairperson, a letter will be sent to any member whose attendance is not satisfactory. The letter shall ask if the member is interested in continued appointment.

On a quarterly basis, each Chairperson shall submit a report to the City Commission showing member attendance and indicating correspondence notices sent to members.

At any time the Chairperson deems it appropriate to do so, that Chairperson may recommend replacement of a member for reasons related to the member's attendance.

**Communications to the City Commission shall be sent to the City Clerk for forwarding to Commission.**

## **RESOLUTION FOR TALENT BANK**

WHEREAS, it is the policy of the Muskegon City Commission to encourage citizens to participate in City government; and

WHEREAS, the Muskegon City Commission is of the opinion that one method of accomplishing this participation would be the establishment of a talent bank of interested citizens to serve on City Boards, Commissions, and Committees.

NOW, THEREFORE, BE IT RESOLVED, by the City Commission of the City of Muskegon that a talent bank for City Boards, Commissions, and Committees be, and the same is hereby created and the following procedure established:

1. The City Clerk's Office shall publish in the newspaper semi-annually an announcement concerning the application procedures and listing upcoming vacancies and/or terminations.
2. Application forms highlighting experience and areas of interest are available through the City Clerk's Office.
3. Applications shall be returned to the City Clerk's Office and will be kept on file for Commission reference each time there is a vacancy on a Board, Commission, or Committee.

BE IT FURTHER RESOLVED, that the application form attached hereto be, and the same is hereby, adopted for this purpose.

**CITY OF MUSKEGON  
TALENT BANK APPLICATION**

DATE: \_\_\_\_\_

*Please Type or Print. Applications will be kept on file for one year. All applicants subject to a background check.*

NAME: \_\_\_\_\_ HOME PHONE #: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_ WORK PHONE #: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

OCCUPATION: \_\_\_\_\_ EMPLOYER: \_\_\_\_\_  
(If retired, give former occupation)

EDUCATION: \_\_\_\_\_

PERSONAL REFERENCES: (Please list the name and phone numbers of three personal references)

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

3. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

PERSONAL & COMMUNITY ACTIVITIES: \_\_\_\_\_

CIVIC ORGANIZATIONS: \_\_\_\_\_

NEIGHBORHOOD ASSOCIATION MEMBER: Yes: \_\_\_\_\_ No: \_\_\_\_\_

MARK BOARDS/COMMISSIONS/COMMITTEES YOU WISH TO SERVE ON – MARK FIRST CHOICE WITH #1

- |  |   |
|--|---|
| <input type="checkbox"/> Board of Canvassers                             | <input type="checkbox"/> Housing Code Board of Appeals          |
| <input type="checkbox"/> Board of Review                                 | <input type="checkbox"/> Housing Commission                     |
| <input type="checkbox"/> Citizen's Police Review Board                   | <input type="checkbox"/> Income Tax Board of Review             |
| <input type="checkbox"/> Civil Service Commission                        | <input type="checkbox"/> Land Reutilization Committee           |
| <input type="checkbox"/> CDBG-Citizen's District Council                 | <input type="checkbox"/> Leisure Services Board                 |
| <input type="checkbox"/> Construction Board of Appeals                   | <input type="checkbox"/> Loan Fund Advisory Committee           |
| <input type="checkbox"/> District Library Board                          | <input type="checkbox"/> Local Develop. Finance Authority       |
| <input type="checkbox"/> Downtown Development Authority/Brownfield Board | <input type="checkbox"/> Local Officer's Compensation Committee |
| <input type="checkbox"/> Election Commission                             | <input type="checkbox"/> Planning Commission                    |
| <input type="checkbox"/> Equal Opportunity Committee                     | <input type="checkbox"/> Public Relations Committee             |
| <input type="checkbox"/> Historic District Commission                    | <input type="checkbox"/> Zoning Board of Appeals                |
| <input type="checkbox"/> Hospital Finance Authority                      |   |

Why would you be a good member of this committee? What do you bring to the committee? \_\_\_\_\_

Are you willing to serve on any other boards/committees not marked? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If applying for the Citizen's Police Review Board, are you a member of one of the following minority coalition groups?

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Muskegon Urban League | <input type="checkbox"/> NAACP – Muskegon Chapter                  | <input type="checkbox"/> Latinos Working for the Future |
| <input type="checkbox"/> Nation of Islam       | <input type="checkbox"/> Ad Hoc Committee for Equality and Justice |   |

Attach Additional Sheets or Resume if Desired.

Return this form to: City Clerk's Office, 933 Terrace St., Muskegon, MI 49440

**BOARD OF CANVASSERS** (Staff Liaison – Ann Marie Becker - 724-6705)  
(Thursday immediately following a City election)

- Publicly verify election returns in elections.

**BOARD OF REVIEW** (Staff Liaison – Donna Stokes - 724-6708)  
(Tuesday following first Monday in March, Tuesday following the third Monday in July, and Tuesday following the second Monday in December - City Hall/1st Floor Conference Room)

- Review of the Assessment Rolls.

**CITIZEN'S POLICE REVIEW BOARD** (Staff Liaison – Denny Powers – 724-6764)  
(First Monday of each month @ 6:30 P. M. – City Hall/1<sup>st</sup> Floor Conference Room 103)

- To provide policies and procedures for processing and investigating citizen complaints regarding alleged police misconduct.
- To provide civilian review of the investigations of alleged police misconduct undertaken by the City of Muskegon including investigations conducted by the "Internal Investigations Unit" of the Muskegon Police Department.
- To ensure the integrity of investigations of police misconduct and to thereby enhance community confidence in the Muskegon Police Department.
- To encourage compliance with rules and regulations concerning police officers' conduct during interactions with citizens.
- To encourage people who believe they have been mistreated by police officers to use the Internal Affairs system to have that officer's conduct reviewed.
- To create a process that fairly and evenhandedly evaluates and judges the conduct of everyone involved to determine whether or not a breach of departmental rules and regulations has occurred.
- To afford the community a sense of confidence that the community itself is involved as necessary in reviewing the activities of its police officers; and to maintain high morale and good disciplinary practices within the police department.

**CIVIL SERVICE COMMISSION** (Staff Liaison – Karen Scholle - 724-6716)  
(First Thursday of each month @ 4:00 P.M. - City Hall/1<sup>st</sup> Floor Conference Room 103)

- Classify all the offices of employment; make rules for the examination and selection of persons to fill the offices and positions in classified service; supervise and administer Civil Service Rules, hold examinations, certify eligibility list of those passing examination.

**CDBG-CITIZEN'S DISTRICT COUNCIL** (Staff Liaison – Wilmern Griffin - 724-6717)  
(First Tuesday of each month @ 5:30 P.M. – City Hall/ 2<sup>nd</sup> Floor Conference Room 203)

- Shall act in an advisory capacity to the City Commission on all matters dealing with the Federal housing and Urban Development Programs.

**CONSTRUCTION CODE BOARD OF APPEALS** (Staff Liaison – Tony Kleibecker – 724-6715)  
(Upon Demand – Minimum of twice per year)

- Shall hear appeals taken from decisions of the appropriate authorities, or make interpretations, pursuant to the Uniform Fire Code or other fire and safety code in effect in the City from time to time.



**DISTRICT LIBRARY BOARD** (Staff Liaison - Bryon Mazade- 724-6724)

(Third Thursday of each month @ 5:30 P.M. – Hackley Public Library, Julia Hackley Room)

- establish, maintain, and operate public libraries for the district;
- exclusively control the expenditure of money deposited into the district library fund;
- appoint and remove officers from among its members;
- appoint and remove a librarian and necessary assistants and fix their compensation;
- acquire real or personal property for use for library purposes by purchase, land contract, installment purchase contract, lease with or without option to purchase, or title retaining contract;
- erect buildings;
- supervise and control district library property;
- enter into a contract to receive library-related service from or give library-related service to a library or municipality within or without the district;
- adopt bylaws and regulations, not inconsistent with the Act, governing the board and the district library;
- propose and levy upon approval of the electors as provided in the Act a tax for support of the district library;
- borrow money pursuant to the district library financing act, Act No. 265 of the Public Acts of 1988;
- issue bonds pursuant to the district library financing act, Act No. 265 of the Public Acts of 1988;
- accept gifts and grants for the district library;
- do any other thing necessary for conducting the district library service, the cost of which shall be charged against the district library fund; and
- perform any other acts authorized by law.

**DOWNTOWN DEVELOPMENT AUTHORITY/BROWNFIELD REDEVELOPMENT AUTHORITY BOARD**

(Staff Liaison - Cathy Brubaker-Clarke - 724-6702)

(Upon Demand)

- To correct and prevent deterioration in the Downtown Development District, to encourage historic preservation, to create and implement development plans, to promote economic growth, and to acquire and dispose of interests in real and personal property, to levy and collect taxes, to issue bonds and use tax increment financing (TIF).

**ELECTION COMMISSION** (Staff Liaison – Ann Marie Becker - 724-6705)

(Upon Demand)

- Duties involve the examination of voting machines prior to a City election, and the appointment of inspectors prior to an election.

**EQUAL OPPORTUNITY COMMITTEE** (Staff Liaison – Dwana Thompson - 724-6724)

(Fourth Monday of each month @ 5:15 P.M. – City Hall/2<sup>nd</sup> Floor Conference Room 203)

- To monitor and recommend hiring practices within the Civil Service Commission to achieve a higher level of minority and female employment in City government.
- To monitor and recommend rules and regulations to achieve compliance in meeting Federal and State E.E.O. guidelines.
- To investigate and recommend determination(s) of any complaints alleging non-compliance with existing rules, regulations, or policies.

**HISTORIC DISTRICT COMMISSION** (Staff Liaison – Mike Franzak - 724-6702)  
(First Tuesday of each month @ 4:00 P.M. - City Hall/Commission Chambers 107)

- Identify and evaluate structures or sites worthy of preservation, and be involved in projects or programs to this end. Disseminate public information concerning these structures and sites, and consider ideas regarding them with groups or individuals interested in historic preservation. Make appropriate recommendations to the City Commission for encouraging and achieving historic preservation.

**HOSPITAL FINANCE AUTHORITY** (Staff Liaison - Bryon Mazade - 724-6724)  
(Upon Demand)

- To construct, acquire, reconstruct, remodel, improve, add to, enlarge, repair, own and lease hospital facilities within the boundaries of the City of Muskegon, for the use of any non-profit hospital; lend money to a hospital for those purposes; refund or refund in advance obligations of the Authority or the Michigan Hospital Finance Authority; or refinance the indebtedness of a hospital.

**HOUSING CODE BOARD OF APPEALS** (Staff Liaison – Tony Kleibecker - 724-6715)  
(First Thursday of each month @ 5:30 P.M. - City Hall/Commission Chambers 107)

- To grant variances in cases where the general requirements of the ordinance creates a hardship on individual owners and to provide for final interpretation of the provisions of this code.
- To determine the suitability of alternate materials and methods of construction, and to provide for reasonable interpretations of the Uniform Building Code.

**HOUSING COMMISSION** (Staff Contact – Bryon Mazade – 724-6724)  
(Third Monday of each month @ 2:00 P.M. – Hartford Terrace/Assembly Room)

- To propose, provide and manage decent, safe, and sanitary housing for low income residents according to programs approved by the City Commission.

**INCOME TAX BOARD OF REVIEW** (Staff Liaison - Kenneth Grant - 724-6770)  
(Upon Demand)

- To grant and hold hearings on appeals of taxpayers or employers who have been assessed tax, denied a claim for refund, or aggrieved by a special ruling of the Administrator.
- To issue a decision after holding a hearing which affirms, reverses, or modifies the matter.
- To furnish a copy of its decision to both the appellant and the Administrator.

**LAND REUTILIZATION COMMITTEE** (Staff Liaison – Hope Mitchell - 724-6702)  
(Fourth Tuesday of each month @ 1:00 P.M. - City Hall/1st Floor Conf. Room 103)

- The purpose of the Land Reutilization Committee shall be as follows:
  1. Prevention of loss of usable, but not maintained housing.
  2. Relieve unacceptable neighborhood density.
  3. Provide for neighborhood stabilization.
  4. Carry out other public purposes.
  5. Improvement of housing quality and affordability.
  6. Encouragement of home ownership.
  7. Encouragement of historical preservation.

**LEISURE SERVICES BOARD** (Staff Liaison – Cathy Brubaker-Clarke - 724-6702)  
(Third Monday of each month @ 5:30 P.M. - City Hall/Commission Chambers)

- It shall be the duty of the Board to advise the City Commission upon those matters relating to the proper conduct of public recreation, programs and/or facilities within the City which shall be referred to said Board, from time to time, by the Director of Leisure Services; provided, however, nothing herein contained shall prohibit any member of the Board from placing any item of business on the agenda of any Board meeting. In addition thereto, the Board shall advise the City Commission upon matters referred to the Board from time to time by the City Commission.

**LOAN FUND ADVISORY COMMITTEE** (Staff Liaison – Cathy Brubaker-Clarke - 724-6702)  
(Upon Demand)

- Conducts reviews and determines the merits of loan applications to the City Economic Development Revolving Fund.
- Board will recommend whether or not the proposed loan should be approved.

**LOCAL DEVELOPMENT FINANCE AUTHORITY** (Staff Liaison – Cathy Brubaker-Clarke - 724-6702)  
(Upon Demand)

- To encourage local development to prevent conditions of unemployment and to promote economic growth, to create and implement development plans; to acquire and dispose of interests in real and personal property; to issue bonds and other evidences of indebtedness if and when needed; and to use tax increment financing, if needed, to achieve its goals.

**LOCAL OFFICER'S COMPENSATION COMM.** (Staff Liaison - Bryon Mazade - 724-6724)  
(Every odd numbered year)

- Shall recommend salaries of all local elected officials.

**PLANNING COMMISSION** (Staff Liaison – Lonna Anguilm - 724-6702)

(Thursday following the 2<sup>nd</sup> Tuesday of each month @ 4:00 P.M. - City Hall/Commission Chambers 107)

- Make and adopt a master plan for the physical development of the municipality. Plan shall show recommendations for the development of the territory. The Commission may amend, extend, or add to the plan. The Commission shall have power to promote public interest in and understanding of the plan...may publish, distribute, and employ means of publicity and education as it may determine. The Planning Commission shall adopt regulations governing the subdivision of land within its jurisdiction.

**PUBLIC RELATIONS COMMITTEE** (Staff Liaison – Ann Marie Becker - 724-6705)

(2<sup>nd</sup> Tuesday of each month @ 4:00 P.M. - City Hall/1<sup>st</sup> Floor Conference Room 103)

- To create a positive City Image and to promote the City of Muskegon by:
  - 1) Identifying positive changes and /or recognizing the contributions of individuals, groups and businesses within the City of Muskegon
  - 2) Exploring positive marketing strategies.
  - 3) Proposing special promotional projects.
  - 4) Promote city services, programs and benefits to the community.
  - 5) Develop links with the media to further working with all public relations networks.
  - 6) Implement systems that will ensure effective communication of City related information, programs and policies.
  - 7) Create an informed appreciation of the positive qualities of our city to inspire community pride, confidence and support.
  - 8) Provide a calendar of events noting planned festivals, groundbreakings, significant meetings, etc.

**ZONING BOARD OF APPEALS** (Staff Liaison – Mike Cameron – 724-6702)

(Second Tuesday of each month @ 4:00 P.M. - City Hall/Commission Chambers 107)

- To grant variances in cases where the general requirements of ordinance creates a hardship on individual owners and to make interpretation of code.

| <b><u>CITY OFFICIALS</u></b>               |   |                                 |
|--|---|---------------------------------|
| <b><u>CITY COMMISSION</u></b>              |   |                                 |
| <b><u>OFFICE &amp; EXPIRATION DATE</u></b> | <b><u>NAME &amp; ADDRESS</u></b>                  | <b><u>TELEPHONE NUMBERS</u></b> |
| Mayor<br>12/31/2009                        | Stephen Warmington<br>1524 Lakeshore Drive, 49441 | (H) 755-5057                    |
| Vice Mayor<br>12/31/2009                   | Stephen Gawron<br>1362 Palmer Blvd., 49441        | (H) 755-3425                    |
| City Commissioner<br>12/31/2009            | Sue Wierengo<br>1510 Beach Street, 49441          | (H) 755-4334                    |
| City Commissioner<br>12/31/2011            | Chris Carter<br>943 Ada Avenue, 49442             | (H) 777-4784                    |
| City Commissioner<br>12/31/2011            | Clara Shepherd<br>408 Monroe Avenue, 49441        | (H) 725-8130                    |
| City Commissioner<br>12/31/2011            | Lawrence O. Spataro<br>1567 Sixth, 49441          | (H) 725-9384<br>(W) 724-1107    |
| City Commissioner<br>12/31/2011            | Steven T. Wisneski<br>2321 Wickham Drive, 49441   | (H) 759-8604                    |
|  |   |                                 |
| <b><u>TITLE</u></b>                        | <b><u>NAME &amp; ADDRESS</u></b>                  | <b><u>TELEPHONE NUMBERS</u></b> |
| City Manager                               | Bryon L. Mazade<br>933 Terrace St., 49440         | (H) 759-8635<br>(W) 724-6724    |
| City Attorney                              | John Schrier<br>601 Terrace St., 49440            | (H) 759-0990<br>(W) 722-5401    |

| <b><u>CITY OFFICIALS</u></b>                       |                       |                                |
|--|-----------------------|--------------------------------|
| <b><u>DEPARTMENT HEADS</u></b>                     |                       |                                |
| <b><u>TITLE</u></b>                                | <b><u>NAME</u></b>    | <b><u>TELEPHONE NUMBER</u></b> |
| Affirmative Action Director                        | Dwana Thompson        | 724-6724                       |
| Assistant City Manager                             |                       | 724-6724                       |
| Assistant Finance Director                         | Elizabeth Lewis       | 724-6917                       |
| City Assessor/County Equalization                  | Donna Stokes          | 724-6708                       |
| City Clerk   | Ann Marie Becker      | 724-6705                       |
| City Treasurer                                     | Derrick Smith         | 724-6722                       |
| Civil Service/Personnel Director                   | Karen Scholle         | 724-6716                       |
| Community & Economic Development Director          | Cathy Brubaker-Clarke | 724-6702                       |
| Community Services Director                        | Wilmern Griffin       | 724-6717                       |
| Deputy Director of Public Safety for Fire Services | Mark Kincaid          | 724-6792                       |
| Deputy Director of Public Works/Engineer           | Mohammed Al-Shatel    | 724-6707                       |
| Director of Public Safety                          | Tony Kleibecker       | 724-6755                       |
| Finance Director                                   | Tim Paul              | 724-6713                       |
| Income Tax Administrator                           | Kenneth Grant         | 724-6770                       |
| Information Systems Director                       | Jim Maurer            | 724-6964                       |
| Leisure Services Director                          | Cathy Brubaker-Clarke | 724-6702                       |
| Public Works/Parks Director                        | Robert Kuhn           | 724-4100                       |

## **COMMISSION COMMITTEES**

### **COMMISSION WORK SESSION**

(Staff Liaison: Ann Marie Becker)

**MEETING:** Monday prior to the 2<sup>nd</sup> Tuesday of each month @ 5:30 P.M.  
City Hall – Commission Chambers

**MEMBERS:** Lawrence Spataro  
Stephen Gawron  
Stephen Warmington  
Steven Wisneski  
Sue Wierengo  
Christopher Carter  
Clara Shepherd

### **COMMUNITY RELATIONS COMMITTEE**

(Staff Liaison: Ann Marie Becker)

**MEETING:** First Monday of each month @ 5:30 P.M.  
City Hall – Commission Chambers

**MEMBERS:** Stephen Warmington  
Clara Shepherd  
Christopher Carter  
Lawrence Spataro  
Steven Wisneski  
Stephen Gawron  
Sue Wierengo

### **LEGISLATIVE/POLICY COMMITTEE**

(Staff Liaison: Bryon Mazade)

**MEETING:** Fourth Wednesday of January, April, July, and October @ 5:30 P.M.  
City Hall – Commission Chambers

**MEMBERS:** Stephen Gawron  
Clara Shepherd  
Steven Wisneski  
Stephen Warmington  
Lawrence Spataro  
Christopher Carter  
Sue Wierengo

## **BOARD OF CANVASSERS**

### **PURPOSE**

Publicly verify election returns in elections.

### **MECHANICS**

ENABLING LAW: City Charter (Ch. II - Sec. 12) – Oath required.  
APPOINTED BY: City Commission  
MEETING: Thursday immediately following a City election @ 10:00 A.M.  
TERM: 4 Years

### **COMPOSITION**

| <u>TYPE</u> | <u>DESCRIPTION</u> |
|-------------|--------------------|
| A           | 2 Republicans      |
| B           | 2 Democrats        |

### **CURRENT MEMBERS**

(Staff Liaison – Ann Marie Becker)

| <u>TYPE</u> | <u>NAME</u>   | <u>ADDRESS</u>     | <u>ZIP</u> | <u>PHONE</u> | <u>TERM EXP.</u> |
|-------------|---------------|--------------------|------------|--------------|------------------|
| A           | Louis Spyke   | 1334 Beardsley     | 1          | 755-1004     | 1/31/10          |
| B           | Wanda Matsey* | 1291 Fourth St.    | 1          | 728-1481     | 1/31/10          |
| B           |               |                    |            |              | 1/31/08          |
| A           | John Bronsema | 1168 Creekview Dr. | 1          | 755-1721     | 1/31/10          |

(\* Chairperson)



## **BOARD OF REVIEW**

### **PURPOSE**

Review of the Assessment Rolls.

### **MECHANICS**

ENABLING LAW: City Charter (Ch. XI - Sec. 2), City Code of Ordinances Section 2-256, Oath not required.  
APPOINTED BY: City Commission  
MEETING: Tuesday following first Monday in March, Tuesday following the third Monday in July and  
Tuesday following the second Monday in December  
City Hall/1st Floor Conference Room  
TERM: 2 Years

### **COMPOSITION**

| <u>TYPE</u> | <u>DESCRIPTION</u> |
|-------------|--------------------|
| A           | 6 Citizens         |
| B           | City Assessor      |
| C           | Deputy Assessor    |

### **CURRENT MEMBERS**

(Staff Liaison – Donna Stokes)

| <u>TYPE</u> | <u>NAME</u>      | <u>ADDRESS</u>     | <u>ZIP</u> | <u>PHONE</u> | <u>TERM EXP.</u> |
|-------------|------------------|--------------------|------------|--------------|------------------|
| A           | Jack Rottman     | 1171 Creekview Dr. | 1          | 755-4054     | 1/31/10          |
| A           | Lawrence DeVoogd | 3176 Boltwood Dr.  | 1          | 759-8323     | 1/31/10          |
| A           | Donald Haas      | 3087 Knollwood Ct. | 1          | 755-6629     | 1/31/11          |
| A           | Georgia Strube*  | 1895 Sanford #1    | 1          | 755-3541     | 1/31/11          |
| A           | Ralph Burr       | 1275 Emerson Ave.  | 2          | 773-5292     | 1/31/11          |
| A           | Luther Dease     | 1379 Lawrence      | 2          | 777-2048     | 1/31/10          |
| B           | Donna Stokes     | 933 Terrace St.    | 3          | 724-6708     | Assessor         |
| C           | Dan VanderKooi   | 933 Terrace St.    | 3          | 724-6708     | Dep. Assess      |

(\* Chairperson)

## **CITIZEN'S POLICE REVIEW BOARD**

### **PURPOSE**

- A. To provide policies and procedures for processing and investigating citizen complaints regarding alleged police misconduct.
- B. To provide civilian review of the investigations of alleged police misconduct undertaken by the City of Muskegon including investigations conducted by the "Internal Investigations Unit" of the Muskegon Police Department.
- C. To ensure the integrity of investigations of police misconduct and to thereby enhance community confidence in the Muskegon Police Department
- D. To encourage compliance with rules and regulations concerning police officers' conduct during interactions with citizens.
- E. To encourage people who believe they have been mistreated by police officers to use the Internal Affairs system to have that officer's conduct reviewed.
- F. To create a process that fairly and evenhandedly evaluates and judges the conduct of everyone involved to determine whether or not a breach of departmental rules and regulations has occurred.
- G. To afford the community a sense of confidence that the community itself is involved as necessary in reviewing the activities of its police officers; and to maintain high morale and good disciplinary practices within the police department.

### **MECHANICS**

ENABLING LAW: Commission Action #98-117 (g) – Letter of Understanding Dated 11/10/98 - Oath not required.  
APPOINTED BY: Mayor/City Commission  
MEETING: First Monday of each month @ 6:30 P.M.  
City Hall – 1<sup>st</sup> Floor Conference Room #103  
TERM: 2 Years

### **COMPOSITION**

| <u>TYPE</u> | <u>DESCRIPTION</u>                         |
|-------------|--|
| A           | 3 Members of Minority Based Organization   |
| B           | 2 Citizens At-Large                        |
| C           | 1 Law Enforcement Professional             |
| D           | 3 Neighborhood Association Representatives |

### **CURRENT MEMBERS**

(Staff Liaison – Denny Powers)

| <u>TYPE</u> | <u>NAME</u>           | <u>ADDRESS</u>                          | <u>ZIP</u> | <u>PHONE</u> | <u>TERM EXP.</u> |
|-------------|-----------------------|---|------------|--------------|------------------|
| A           | Quintan Cooley        | 1476 Evanston Ave.                      | 2          | 777-7990     | 1/31/10          |
| A           | William Muhammad *    | 2780 Peck St., Apt 4                    | 4          | 343-8396     | 1/31/11          |
| A           | Carlos Flores         | 1151 Canterbury                         | 4          | 288-0240     | 1/31/11          |
| B           | Andrew Cirner         | 1972 Miner Ave.                         | 1          | 288-8678     | 1/31/11          |
| B           | Barbara Kuipers       | 1863 Superior                           | 2          | 726-6674     | 1/31/11          |
| C           | David Bukala          | 4434 Manchester Ln.<br>Twin Lake, 49457 |            | 854-6615     | 1/31/10          |
| D           | William O'Shaughnessy | 1080 Terrace #1015                      | 2          | 853-5156     | 1/31/10          |
| D           | Dollie Hippchen       | 325 Houston                             | 1          | 726-4890     | 1/31/11          |
| D           | Ann Craig             | 1387 Sixth St.                          | 1          | 726-6345     | 1/31/11          |

(\* Chairperson)

## **CIVIL SERVICE COMMISSION**

### **PURPOSE**

Classify all the offices of employment; make rules for the examination and selection of persons to fill the offices and positions in classified service; supervise and administer Civil Service Rules, hold examinations, certify eligibility list of those passing examination.

Enforce provisions of Charter relating to Civil Service.

### **MECHANICS**

ENABLING LAW: City Charter (Ch. XV) – Oath required within 10 days of appointment.  
APPOINTED BY: Mayor/City Commission  
MEETING: First Thursday of each month @ 4:00 P.M.  
City Hall– 1st Floor Conference Room #103  
TERM: 6 Years

### **COMPOSITION**

| <u>TYPE</u> | <u>DESCRIPTION</u> |
|-------------|--------------------|
| A           | 3 Citizens         |

### **CURRENT MEMBERS**

(Staff Liaison – Karen Scholle)

| <u>TYPE</u> | <u>NAME</u>          | <u>ADDRESS</u>        | <u>ZIP</u> | <u>PHONE</u> | <u>TERM EXP.</u> |
|-------------|----------------------|-----------------------|------------|--------------|------------------|
| A           | Shontea Jenkins      | 2314 Vincent          | 1          | 759-4476     | 1/31/15          |
| A           | Roger Brink          | 1460 E. Harbour Towne | 1          | 755-3874     | 1/31/11          |
| A           | David-George Newsome | 428 Marquette         | 2          | 722-1316     | 1/31/13          |

(\* Chairperson)

## **COMMUNITY DEVELOPMENT BLOCK GRANT - CITIZEN'S DISTRICT COUNCIL**

### **PURPOSE**

Shall act in an advisory capacity to the City Commission on all matters dealing with the Federal Housing and Urban Development Programs.

### **MECHANICS**

ENABLING LAW: City Code of Ordinances, Section 2-146 thru 2-150 – Oath not required.  
APPOINTED BY: Mayor/City Commission  
MEETING: First Tuesday of each month @ 5:30 P.M.  
City Hall - 2<sup>nd</sup> Floor Conference Room #203  
TERM: 3 Years

### **COMPOSITION**

| <u>TYPE</u> | <u>DESCRIPTION</u>                                 |
|-------------|--|
| A           | 4 Citizens representing each of the four (4) Wards |
| B           | 3 Citizens at large                                |
| C           | 2 Target Area Representatives                      |
| D           | 1 Member of the City Commission                    |

### **CURRENT MEMBERS**

(Staff Liaison – Wilmern Griffin)

| <u>TYPE</u> | <u>NAME</u>           | <u>ADDRESS</u>     | <u>ZIP</u> | <u>PHONE</u> | <u>TERM EXP.</u> |
|-------------|-----------------------|--------------------|------------|--------------|------------------|
| A           | Patricia Montney *    | (1) 925 Irwin      | 2          | 773-9025     | 1/31/12          |
| A           |                       |                    |            |              | 1/31/12          |
| A           | Amy Varnado           | (3) 1701 Jefferson | 1          | 728-3718     | 1/31/12          |
| A           | Edwin W. Carter       | (4) 1741 Edgewater | 1          | 755-2383     | 1/31/12          |
| B           | Dan Rinsema-Sybenga   | 154 Campus Ave.    | 1          | 724-3180     | 1/31/12          |
| B           | Addie Sanders-Randall | 38 E. Iona Ave.    | 2          | 728-2113     | 1/31/10          |
| B           | Thomas Pastoor        | 1291 Terrace St.   | 2          | 722-7481     | 1/31/10          |
| C           | Virgie Jackson        | 1445 Dudley        | 2          | 777-1146     | 1/31/10          |
| C           | Muhammad A. Hakeem    | 289 Amity Ave.     | 2          | 619-602-3833 | 1/31/10          |
| D           | Stephen Gawron        | 1362 Palmer        | 1          | 755-3425     | Commission       |

(\*Chairperson)

## **CONSTRUCTION CODE BOARD OF APPEALS**

### **PURPOSE**

The purpose of the Construction Code Board of Appeals shall be as follows:

- To determine appeals and variances in connection with the State of Michigan Construction Code, including its building, electrical, mechanical, and plumbing provisions, together with Codes in force in the City of Muskegon from time to time.

### **MECHANICS**

ENABLING LAW: City Code of Ordinances, Article II, Section 10-31 to 10-64  
APPOINTED BY: City Manager  
MEETING: Upon Demand – Minimum of twice per year  
TERM: 2 Years

### **COMPOSITION**

| <u>TYPE</u> | <u>DESCRIPTION</u>   |
|-------------|----------------------|
| A           | Architect            |
| B           | Electrical           |
| C           | Mechanical           |
| D           | Plumbing             |
| E           | Public Health        |
| F           | Construction Manager |
| G           | Fire                 |

### **CURRENT MEMBERS**

(Staff Liaison – Tony Kleibecker)

| <u>TYPE</u> | <u>NAME</u>     | <u>ADDRESS</u>                               | <u>ZIP</u> | <u>PHONE</u> | <u>TERM EXP.</u> |
|-------------|-----------------|--|------------|--------------|------------------|
| A           |                 |  |            |              | 1/31/10          |
| B           | Robert Lowder   | 2555 E. White Lake Drive<br>Twin Lake, 49457 |            | 828-6284     | 1/31/10          |
| C           | Matt Tighe      | 1448 Beach St.                               | 1          | 759-1401     | 1/31/11          |
| D           | John E. Smith   | 1470 Wesley                                  | 2          | 773-0529     | 1/31/10          |
| E           | Vicki Webster   | 2512 Lorensen                                | 5          | 766-2050     | 1/31/11          |
| F           | Kevin Donovan * | 1086 Ireland Ave.                            | 1          | 722-4327     | 1/31/11          |
| G           | Steven Lague    | 1852 Cedar Ave.                              | 5          | 744-0349     | 1/31/10          |

(\* Chairperson)

## **DISTRICT LIBRARY BOARD**

### **PURPOSE**

The purpose of the District Library Board shall be as follows:

- establish, maintain, and operate public libraries for the district;
- exclusively control the expenditure of money deposited into the district library fund;
- appoint and remove officers from among its members;
- appoint and remove a librarian and necessary assistants and fix their compensation;
- acquire real or personal property for use for library purposes by purchase, land contract, installment purchase contract, lease with or without option to purchase, or title retaining contract;
- erect buildings;
- supervise and control district library property;
- enter into a contract to receive library-related service from or give library-related service to a library or municipality within or without the district;
- adopt bylaws and regulations, not inconsistent with the Act, governing the board and the district library;
- propose and levy upon approval of the electors as provided in the Act a tax for support of the district library;
- borrow money pursuant to the district library financing act, Act No. 265 of the Public Acts of 1988;
- issue bonds pursuant to the district library financing act, Act No. 265 of the Public Acts of 1988;
- accept gifts and grants for the district library;
- do any other thing necessary for conducting the district library service, the cost of which shall be charged against the district library fund; and
- perform any other acts authorized by law.

### **MECHANICS**

ENABLING LAW: Resolution No. 2001-17(c)  
District Library Agreement dated February 20, 2001 (Oath required)  
APPOINTED BY: Jointly by the School District (4 members) and the City Commission (3 members)  
MEETING: Third Tuesday of each month @ 5:30 P.M.  
Hackley Public Library/Julia Hackley Room  
TERM: 4 Years

### **COMPOSITION**

| <u>TYPE</u> | <u>DESCRIPTION</u>                |
|-------------|-----------------------------------|
| A           | School District Appointment       |
| B           | Mayor/City Commission Appointment |

### **CURRENT MEMBERS**

(Staff Liaison – Bryon Mazade)

| <u>TYPE</u> | <u>NAME</u>         | <u>ADDRESS</u>   | <u>ZIP</u> | <u>PHONE</u> | <u>TERM EXP.</u> |
|-------------|---------------------|------------------|------------|--------------|------------------|
| A           | Rev. Donald Mathews | 3200 Boltwood    | 1          | 755-4832     | 6/30/10          |
| A           | Sue Gawron          | 1362 Palmer      | 1          | 755-3425     | 6/30/10          |
| A           | Charles Johnson *   | 1486 Dudley Ave. | 2          | 773-9217     | 6/30/08          |
| A           | John Derbin         | 2312 Westwood    | 1          | 759-8701     | 6/30/08          |
| B           |                     |                  |            |              | 6/30/10          |
| B           | Doris Rucks         | 348 Cross Ave.   | 2          | 722-0077     | 6/30/11          |
| B           | Barbara VanFossen   | 3276 Boltwood    | 1          | 755-6124     | 6/30/12          |

(\* Chairperson)

**DOWNTOWN DEVELOPMENT AUTHORITY / BROWNFIELD REDEVELOPMENT AUTHORITY BOARD /  
TAX INCREMENT FINANCE AUTHORITY**

**PURPOSE**

To correct and prevent deterioration in the Downtown Development District, to encourage historic preservation, to create and implement development plans, to promote economic growth, and to acquire and dispose of interests in real and personal property, to levy and collect taxes, to issue bonds and use tax increment financing (TIF).

**MECHANICS**

ENABLING LAW: Act 197, Public Acts of 1975 & City Code of Ordinances, Section 18-31 to 18-38 – Oath required. Membership requirements = not less than eight or more than twelve.  
APPOINTED BY: City Manager/City Commission  
MEETING: When Needed  
City Hall – 1st Floor Conference Room #103  
TERM: 4 Years

**COMPOSITION**

| <u>TYPE</u> | <u>DESCRIPTION</u>  |
|-------------|---|
| A           | 5 Members must have an interest in the property in the district |
| B           | 4 Citizens  |
| C           | 1 Resident of the district                                      |
| D           | 1 City Manager  |

**CURRENT MEMBERS**

(Staff Liaison – Cathy Brubaker-Clarke)

| <u>TYPE</u> | <u>NAME</u>        | <u>ADDRESS</u>      | <u>ZIP</u> | <u>PHONE</u> | <u>TERM EXP.</u> |
|-------------|--------------------|---------------------|------------|--------------|------------------|
| A           | Paul Edbrooke      | 2156 LeTart         | 1          | 725-7822     | 1/31/11          |
| A           | Michael Kleaveland | 1619 McGraft St.    | 1          | 727-0645     | 1/31/12          |
| A           | Eugene Fethke *    | 71 W. Webster       | 0          | 722-2375     | 1/31/13          |
| A           | Mike Johnson, Sr.  | 5496 Lake Harbor Rd | 1          | 726-4046     | 1/31/13          |
| A           | Stephen C. Vaughan | 2142 Geneva Lane    | 1          | 780-0096     | 1/31/10          |
| B           | Chip VanderWier    | 1276 Francis        | 2          | 578-2623     | 1/31/11          |
| B           | Martha Bottomley   | 2337 Westwood       | 1          | 755-3431     | 1/31/11          |
| B           | Ron Larsen         | 1575 Ridge          | 1          | 730-2762     | 1/31/12          |
| B           | Margaret Plichta   | 1410 Peck St.       | 2          | 725-7356     | 1/31/10          |
| C           | Roy Cowdery        | 297 W. Clay, #412   | 0          | 638-7637     | 1/31/10          |
| D           | Bryon Mazade       | 933 Terrace St.     | 3          | 724-6724     | Manager          |

(\* Chairperson)

## **ELECTION COMMISSION**

### **PURPOSE**

Duties involve the examination of voting machines prior to a City election, and the appointment of Inspectors prior to a City election.

### **MECHANICS**

ENABLING LAW: City Charter (Ch. II-4) & State of Michigan Election Law – Oath required.  
APPOINTED BY: City Commission  
MEETING: Upon Demand  
TERM: 3 Years

### **COMPOSITION**

| <u>TYPE</u> | <u>DESCRIPTION</u> |
|-------------|--------------------|
| A           | 3 Citizens         |

### **CURRENT MEMBERS**

(Staff Liaison – Ann Marie Becker)

| <u>TYPE</u> | <u>NAME</u>    | <u>ADDRESS</u> | <u>ZIP</u> | <u>PHONE</u> | <u>TERM EXP.</u> |
|-------------|----------------|----------------|------------|--------------|------------------|
| A           | Elwyn Drent    | 898 W. Forest  | 1          | 726-4662     | 1/31/10          |
| A           | John Bronsema* | 1168 Creekview | 1          | 755-1721     | 1/31/12          |
| A           | Louis Spyke    | 1334 Beardsley | 1          | 755-1004     | 1/31/11          |

(\* Chairperson)



## **EQUAL OPPORTUNITY COMMITTEE**

### **PURPOSE**

To monitor and recommend hiring practices within the Civil Service Commission to achieve a higher level of minority and female employment in City government.

To monitor and recommend rules and regulations to achieve compliance in meeting Federal and State E.E.O. guidelines.

To investigate and recommend determination(s) of any complaints alleging non-compliance with existing rules, regulations, or policies.

### **MECHANICS**

ENABLING LAW: Equal Opportunity Commission Act of 1986 – Oath not required.  
APPOINTED BY: Mayor/City Commission  
MEETING: Fourth Monday of each month @ 5:15 P.M.  
City Hall - 2<sup>nd</sup> Floor Conference Room #203  
TERM: 3 Years

### **COMPOSITION**

| <u>TYPE</u> | <u>DESCRIPTION</u>                |
|-------------|-----------------------------------|
| A           | 7 Citizens                        |
| B           | 2 City Commissioners (Ex-officio) |

### **CURRENT MEMBERS**

(Staff Liaison – Dwana Thompson)

| <u>TYPE</u> | <u>NAME</u>         | <u>ADDRESS</u> | <u>ZIP</u> | <u>PHONE</u> | <u>TERM EXP.</u> |
|-------------|---------------------|----------------|------------|--------------|------------------|
| A           | Michael Johnson     | 1576 Peck      | 1          | 855-0559     | 1/31/12          |
| A           | Kristy Weberg       | 157 Catherine  | 2          | 457-3096     | 1/31/12          |
| A           | Willie German, Jr.  | 1240 Sanford   | 1          | 725-7812     | 1/31/12          |
| A           | Rev. Leroy Lockhart | 56 E. Walton   | 2          | 728-0326     | 1/31/10          |
| A           | Romella Ealom **    | 235 Mason      | 1          | 728-5549     | 1/31/10          |
| A           | Douglas Beecham     | 2160 Lakeshore | 1          | 755-9060     | 1/31/10          |
| A           | Orlando Riley *     | 1404 Hillcrest | 2          | 773-0438     | 1/31/11          |
| B           | Lawrence Spataro    | 1567 Sixth     | 1          | 725-9384     | Commission       |
| B           | Clara Shepherd      | 408 Monroe     | 1          | 725-8130     | Commission       |

(\* Chairperson \*\* Vice Chairperson)

## **HISTORIC DISTRICT COMMISSION**

### **PURPOSE**

Identify and evaluate structures or sites worthy of preservation, and be involved in projects or programs to this end. Disseminate public information concerning these structures and sites, and consider ideas regarding them with groups of individuals interested in historic preservation. Make appropriate recommendations to the City Commission for encouraging and achieving historic preservation.

### **MECHANICS**

ENABLING LAW: City Code of Ordinances, Chapter 38, Division 2, Section 38-56 thru 38-73 – Oath not required.  
APPOINTED BY: City Commission  
MEETING: First Tuesday of each month @ 4:00 P.M.  
City Hall - Commission Chambers  
TERM: 3 Years

### **COMPOSITION**

| <u>TYPE</u> | <u>DESCRIPTION</u>  |
|-------------|---|
| A           | 1 City Commissioner   |
| B           | 1 Registered Architect  |
| C           | 2 Members from local preservation societies (at least one of whom is a member of the Muskegon Heritage Association) |
| D           | 2 Persons who reside or have occupational or financial interest in one or more of the historic districts.           |
| E           | 1 Citizen or more to complete the membership to seven (7) people.   |

### **CURRENT MEMBERS**

(Staff Liaison – Mike Franzak)

| <u>TYPE</u> | <u>NAME</u>       | <u>ADDRESS</u>     | <u>ZIP</u> | <u>PHONE</u> | <u>TERM EXP.</u> |
|-------------|-------------------|--------------------|------------|--------------|------------------|
| A           | Lawrence Spataro  | 1567 Sixth St.     | 1          | 725-9384     | Commission       |
| B           | David J. Mayville | 120 Marsh Trail    | 4          | 738-8951     | 1/31/10          |
| C           | Jackie Hilt *     | 1627 Jefferson St. | 1          | 722-2538     | 1/31/12          |
| C           | Linda Wood        | 1364 Lakeshore Dr. | 1          | 755-6974     | 1/31/12          |
| D           | Susan Kroes **    | 1563 Jefferson     | 1          | 722-7276-W   | 1/31/11          |
| D           | Karen Panozzo     | 1641 Jefferson     | 1          | 722-0748     | 1/31/10          |
| E           |                   |                    |            |              | 1/31/11          |

(\* Chairperson) (\*\* Vice Chairperson)

## HOSPITAL FINANCE AUTHORITY

### PURPOSE

To construct, acquire, reconstruct, remodel, improve, add to, enlarge, repair, own and lease hospital facilities within the boundaries of the City of Muskegon for the use of any non-profit hospital; lend money to a hospital for those purposes; refund or refund in advance obligations of the Authority or the Michigan State Hospital Finance Authority; or refinance the indebtedness of a hospital.

### MECHANICS

ENABLING LAW: Public Act No. 38 of 1969, Article of Incorporation MCLA Section 331.31 thru 331.84  
– Oath not required.  
APPOINTED BY: Mayor/City Commission  
MEETING: Upon Demand  
TERM: 5 Years

### COMPOSITION

| <u>TYPE</u> | <u>DESCRIPTION</u>   |
|-------------|--|
| A           | 5 Citizens (a majority shall be residents of the City of Muskegon) |

### CURRENT MEMBERS

(Staff Liaison - Bryon Mazade)

| <u>TYPE</u> | <u>NAME</u>    | <u>ADDRESS</u> | <u>ZIP</u> | <u>PHONE</u> | <u>TERM EXP.</u> |
|-------------|----------------|----------------|------------|--------------|------------------|
| A           |                |                |            |              | 1/31/12          |
| A           | Bess Commodore | 1917 Carriage  | 2          | 773-8858     | 1/31/12          |
| A           |                |                |            |              | 1/31/13          |
| A           |                |                |            |              | 1/31/13          |
| A           |                |                |            |              | 1/31/14          |

(\* Chairperson)

## **HOUSING CODE BOARD OF APPEALS**

### **PURPOSE**

To grant variances in cases where the general requirements of the ordinance creates a hardship on individual owners and to provide for final interpretations of the provisions of this code.

### **MECHANICS**

ENABLING LAW: City Code of Ordinances, Section 10-84 & Section 10-371 thru 10-382  
– Oath not required.  
APPOINTED BY: Mayor/City Commission  
MEETING: First Thursday of each month @ 5:30 P.M.  
City Hall - Commission Chambers  
TERM: 3 Years

### **COMPOSITION**

| <u>TYPE</u> | <u>DESCRIPTION</u>                |
|-------------|-----------------------------------|
| A           | 6 Citizens                        |
| B           | 1 Director of Inspection Services |
| C           | 1 City Commissioner               |

### **CURRENT MEMBERS**

(Staff Liaison – Tony Kleibecker)

| <u>TYPE</u> | <u>NAME</u>       | <u>ADDRESS</u>      | <u>ZIP</u> | <u>PHONE</u> | <u>TERM EXP.</u> |
|-------------|-------------------|---------------------|------------|--------------|------------------|
| A           | Ed Simmons        | 973 W. Forest       | 1          | 773-9131     | 1/31/10          |
| A           | Nick Kroes        | 1563 Jefferson      | 1          | 722-0398     | 1/31/11          |
| A           | Gregory Borgman * | 234 Houston         | 1          | 726-3899     | 1/31/10          |
| A           | Kirk Kolberg      | 3414 Whiskey Hollow | 1          | 755-4928     | 1/31/12          |
| A           | Randy Mackie      | 1533 Peck St.       | 1          | 578-1061     | 1/31/12          |
| A           | Jonathan Rolewicz | 421 W. Webster      | 0          | 727-9371     | 1/31/11          |
| B           | Tony Kleibecker   | 933 Terrace St.     | 3          | 724-6715     | Inspections      |
| C           | Chris Carter      | 943 Ada             | 2          | 777-4784     | Commission       |

(\* Chairperson)

## **HOUSING COMMISSION**

### **PURPOSE**

To propose, provide, and manage decent, safe, and sanitary housing for low-income residents according to programs approved by the City Commission.

### **MECHANICS**

ENABLING LAW: City Code of Ordinances, Section 2-321 thru 2-325 – Oath not required.  
APPOINTED BY: City Manager/City Commission  
MEETING: Third Monday of each month @ 2:00 P.M.  
Hartford Terrace/Assembly Room  
TERM: 5 Years

### **COMPOSITION**

| <u>TYPE</u> | <u>DESCRIPTION</u>   |
|-------------|--|
| A           | 5 Citizens (one of which is a resident of a Public Housing Facility) |
| B           | 1 City Commissioner (Ex-Officio)                                     |

### **CURRENT MEMBERS**

(Staff Contact – Bryon Mazade)

| <u>TYPE</u> | <u>NAME</u>    | <u>ADDRESS</u> | <u>ZIP</u> | <u>PHONE</u> | <u>TERM EXP.</u> |
|-------------|----------------|----------------|------------|--------------|------------------|
| A           | Marilyn Brooks | 564 Houston    | 1          | 722-2121     | 1/31/11          |
| A           | Angela Anthony | 735 Jackson    | 2          |              | 1/31/12          |
| A           | Maxine Lenear  | 604 Allen      | 2          | 728-9241     | 1/31/13          |
| A           | Edward Horne * | 1409 Oak Ave.  | 2          | 773-3782     | 1/31/14          |
| A           | Jerry Lottie   | 1710 Jefferson | 1          | 722-0941     | 1/31/10          |
| B           | Sue Wierengo   | 1510 Beach St. | 1          | 755-4334     | Commission       |

(\* Chairperson)

## **INCOME TAX BOARD OF REVIEW**

### **PURPOSE**

To grant and hold hearings on appeals of taxpayers or employers who have been assessed tax, denied a claim for refund, or aggrieved by a special ruling of the Administrator.

To issue a decision after holding a hearing which affirms, reverses, or modifies the matter.

To furnish a copy of its decision to both the appellant and the Administrator.

### **MECHANICS**

ENABLING LAW: City Code of Ordinances, Section 82-81 thru 82-82 & Act 284 of 1964 – Oath not required.

APPOINTED BY: Mayor/City Commission

MEETING: Upon Demand

TERM: 3 Years

### **COMPOSITION**

| <u>TYPE</u> | <u>DESCRIPTION</u> |
|-------------|--------------------|
|-------------|--------------------|

|   |             |
|---|-------------|
| A | 3 Residents |
|---|-------------|

### **CURRENT MEMBERS**

(Staff Liaison - Kenneth Grant)

| <u>TYPE</u> | <u>NAME</u>           | <u>ADDRESS</u> | <u>ZIP</u> | <u>PHONE</u> | <u>TERM EXP.</u> |
|-------------|-----------------------|----------------|------------|--------------|------------------|
| A           | John Page             | 1853 Cherry    | 1          | 759-2316     | 1/31/11          |
| A           | Steve Warmington, Jr. | 1575 Ridge     | 1          | 755-9987     | 1/31/12          |
| A           | Kevin Woods           | 2378 Hadden    | 1          | 578-4664     | 1/31/10          |

(\* Chairperson)

## **LAND REUTILIZATION COMMITTEE**

### **PURPOSE**

The purpose of the Land Reutilization Committee shall be as follows:

1. Prevention of loss of usable, but not maintained housing.
2. Relieve unacceptable neighborhood density.
3. Provide for neighborhood stabilization.
4. Carry out other public purposes.
5. Improvement of housing quality and affordability.
6. Encouragement of home ownership.
7. Encouragement of historical preservation.

### **MECHANICS**

ENABLING LAW: Policy #91-61c – Oath not required.  
APPOINTED BY: Mayor/City Commission  
MEETING: Upon Demand  
TERM: 4 Years

### **COMPOSITION**

| <u>TYPE</u> | <u>DESCRIPTION</u>                      |
|-------------|---|
| A           | 2 City Commissioners                    |
| B           | 1 Member of a Neighborhood Organization |
| C           | 1 Officer of a Financial Institution    |
| D           | 1 Licensed Residential Contractor       |
| E           | 2 Residents At Large                    |

### **CURRENT MEMBERS**

(Staff Liaison – Hope Mitchell)

| <u>TYPE</u> | <u>NAME</u>       | <u>ADDRESS</u>    | <u>ZIP</u> | <u>PHONE</u> | <u>TERM EXP.</u> |
|-------------|-------------------|-------------------|------------|--------------|------------------|
| A           | Clara Shepherd    | 408 Monroe        | 1          | 725-8130     | Commission       |
| A           | Steve Wisneski    | 2321 Wickham      | 1          | 759-8604     | Commission       |
| B           | William F. Wright | 452 W. Webster    | 0          | 726-4929     | 1/31/10          |
| C           |                   |                   |            |              | 1/31/11          |
| D           | Chet Kordecki     | 1477 Ridge Ave.   | 1          | 759-7801     | 1/31/13          |
| E           | Robert Hill       | 1661 Ruddiman St. | 1          | 755-2631     | 1/31/13          |
| E           | Deborah Crockett  | PO Box 332        | 2          | 727-0300     | 1/31/10          |

(\* Chairperson)

## **LEISURE SERVICES BOARD**

### **PURPOSE**

It shall be the duty of the Board to advise the City Commission upon those matters relating to the proper conduct of public recreation, programs, and/or facilities within the City which shall be referred to said Board, from time to time, by the Director of Leisure Services; provided, however, nothing herein contained shall prohibit any member of the Board from placing any item of business on the agenda of any Board meeting. In addition thereto, the Board shall advise the City Commission upon matters referred to the Board from time to time by the City Commission.

### **MECHANICS**

ENABLING LAW: City Code of Ordinances, Section 58-31 thru 58-64 – Oath not required.  
APPOINTED BY: Mayor/City Commission  
MEETING: Third Monday of each month @ 5:30 P.M.  
City Hall – Commission Chambers  
TERM: 2 Years

### **COMPOSITION**

| <u>TYPE</u> | <u>DESCRIPTION</u>          |
|-------------|-----------------------------|
| A           | 2 City Commissioners        |
| B           | 1 Board of Education Member |
| C           | 4 Citizens at large         |

### **CURRENT MEMBERS**

(Staff Liaison – Cathy Brubaker-Clarke)

| <u>TYPE</u> | <u>NAME</u>      | <u>ADDRESS</u>      | <u>ZIP</u> | <u>PHONE</u> | <u>TERM EXP.</u> |
|-------------|------------------|---------------------|------------|--------------|------------------|
| A           | Chris Carter     | 943 Ada             | 2          | 777-4784     | Commission       |
| A           | Clara Shepherd   | 408 Monroe          | 1          | 725-8130     | Commission       |
| B           |                  |                     |            |              | 1/31/11          |
| C           | Laura Kolberg    | 3414 Whiskey Hollow | 1          | 755-4928     | 1/31/11          |
| C           | Stephanie Marion | 2277 Valley St.     | 2          | 722-7158     | 1/31/11          |
| C           | John Strach, Jr. | 1422 Randolph       | 1          | 638-2802     | 1/31/10          |
| C           | Chris Jensen *   | 1873 LeTart         | 1          | 740-5105     | 1/31/10          |

(\* Chairperson)



## **LOAN FUND ADVISORY COMMITTEE**

### **PURPOSE**

Conducts reviews and determines the merits of loan applications to the City's Economic Development Revolving Fund. Board will recommend whether or not the proposed loan should be approved.

### **MECHANICS**

ENABLING LAW: Resolution – Oath not required.  
APPOINTED BY: Representative  
MEETING: Upon Demand  
TERM: 3 Years

### **COMPOSITION**

| <u>TYPE</u> | <u>DESCRIPTION</u>                       |
|-------------|--|
| A           | 2 City Commissioners                     |
| B           | 1 Member from Area Financial Institution |
| C           | 1 Citizen                                |

### **CURRENT MEMBERS**

(Staff Liaison – Cathy Brubaker-Clarke)

| <u>TYPE</u> | <u>NAME</u>      | <u>ADDRESS</u> | <u>ZIP</u> | <u>PHONE</u> | <u>TERM EXP.</u> |
|-------------|------------------|----------------|------------|--------------|------------------|
| A           | Stephen Gawron   | 1362 Palmer    | 1          | 755-3425     | Commission       |
| A           | Chris Carter     | 943 Ada        | 2          | 777-4784     | Commission       |
| B           | Cassandra Foster | PO Box 1323    | 3          | 744-9020     | 1/31/10          |
| C           |                  |                |            |              | 1/31/11          |

(\* Chairperson)

## **LOCAL DEVELOPMENT FINANCE AUTHORITY**

### **PURPOSE**

To encourage local development to prevent conditions of unemployment and promote economic growth, to create and implement development plans; to acquire and dispose of interests in real and personal property; to issue bonds and other evidences of indebtedness if and when needed; and to use tax increment financing, if needed, to achieve its goals.

### **MECHANICS**

ENABLING LAW: Act 281, Public Acts of 1986 – Oath required.  
APPOINTED BY: 7 Members of City Manager/City Commission  
2 Members by the Superintendent of Orchard View School District  
2 Members by the Superintendent of Muskegon School District  
1 Member of the Muskegon County Board of Commissioners  
1 Member by the President, Muskegon Community College  
MEETING: Upon Demand  
TERM: 4 Years

### **COMPOSITION**

| <u>TYPE</u> | <u>DESCRIPTION</u>                                |
|-------------|---|
| A           | 7 Citizens  |
| B           | 2 Orchard View School District Representatives    |
| C           | 2 Muskegon Public School District Representatives |
| D           | 1 County Representative                           |
| E           | 1 Community College Representative                |

### **CURRENT MEMBERS**

(Staff Liaison – Cathy Brubaker-Clarke)

| <u>TYPE</u> | <u>NAME</u>      | <u>ADDRESS</u>    | <u>ZIP</u> | <u>PHONE</u> | <u>TERM EXP.</u> |
|-------------|------------------|-------------------|------------|--------------|------------------|
| A           | Faye Redmond     | 1065 Calvin       | 2          | 773-5010     | 1/31/11          |
| A           | Andrew Cirner    | 1972 Miner        | 1          | 759-2450     | 1/31/12          |
| A           |                  |                   |            |              | 1/31/12          |
| A           |                  |                   |            |              | 1/31/13          |
| A           | Phillip Okerlund | 1010 E. Forest    | 2          | 638-2182-W   | 1/31/13          |
| A           |                  |                   |            |              | 1/31/10          |
| A           | Jason E. Bolton  | 1182 W. Dale Ave. | 1          | 759-2518     | 1/31/10          |
| B           | Kim Bidwell      | 2310 Marquette    | 2          | 760-1304     | 1/31/12          |
| B           | Patricia Walstra | 2310 Marquette    | 2          | 760-1304     | 1/31/10          |
| C           | Gary Privasky    | 349 W. Webster    | 0          | 720-2018     | 1/31/12          |
| C           |                  |                   |            |              | 1/31/13          |
| D           | Paul E. Roy, Jr. | 1611 Oak          | 2          | 724-6381     | 1/31/11          |
| E           |                  |                   |            |              | 1/31/11          |

(\* Chairperson)

## **LOCAL OFFICER'S COMPENSATION COMMISSION**

### **PURPOSE**

Shall recommend salaries of all local elected officials.

### **MECHANICS**

ENABLING LAW: City Code of Ordinances, Section 2-296 thru 2-305 – Oath not required.  
APPOINTED BY: Mayor/City Commission  
MEETING: Every odd-numbered year  
TERM: 7 Years

### **COMPOSITION**

| <u>TYPE</u> | <u>DESCRIPTION</u> |
|-------------|--------------------|
| A           | 7 Citizens         |

### **CURRENT MEMBERS**

(Staff Liaison - Bryon Mazade)

| <u>TYPE</u> | <u>NAME</u>        | <u>ADDRESS</u> | <u>ZIP</u> | <u>PHONE</u> | <u>TERM EXP.</u> |
|-------------|--------------------|----------------|------------|--------------|------------------|
| A           | Nick Archer        | 2231 Denmark   | 1          | 725-7151     | 1/31/12          |
| A           | Dwayne Lang        | 856 Ada        | 2          | 773-5383     | 1/31/13          |
| A           | Jodi McClain       | 1561 Sixth St  | 1          | 670-9038     | 1/31/14          |
| A           | Paul Edbrooke      | 2156 LeTart    | 1          | 725-7822     | 1/31/15          |
| A           | Willie German, Jr. | 1240 Sanford   | 1          | 725-7812     | 1/31/16          |
| A           | Jodi Carson        | 1592 Sixth St. | 1          | 722-3974     | 1/31/10          |
| A           | Kathleen Pietsch   | 1909 Jefferson | 1          | 750-1686     | 1/31/11          |

(\* Chairperson)

## **PLANNING COMMISSION**

### **PURPOSE**

Make and adopt a master plan for the physical development of the municipality. Plan shall show recommendations for the development of the territory. The Commission may amend, extend, or add to the plan. The Commission shall have power to promote public interest in and understanding of the plan. . .may publish, distribute, and employ means of publicity and education as it may determine. The Planning Commission shall adopt regulations governing the subdivision of land within its jurisdiction.

### **MECHANICS**

ENABLING LAW: City Code of Ordinances, Section 66-31 thru 66-75 – Oath not required.

APPOINTED BY: Mayor/City Commission

MEETING: Thursday following the 2<sup>nd</sup> Tuesday each month @ 4:00 P.M.  
City Hall - Commission Chambers

TERM: 3 Years

### **COMPOSITION**

| <u>TYPE</u> | <u>DESCRIPTION</u>   |
|-------------|----------------------|
| A           | 6 Citizens           |
| B           | 1 City Administrator |
| C           | 1 City Commissioner  |
| D           | 1 Mayor              |

### **CURRENT MEMBERS**

(Staff Liaison – Lonna Anguilm)

| <u>TYPE</u> | <u>NAME</u>        | <u>ADDRESS</u>             | <u>ZIP</u> | <u>PHONE</u> | <u>TERM EXP.</u> |
|-------------|--------------------|----------------------------|------------|--------------|------------------|
| A           | Tom Harryman       | 1527 Fifth Street          | 1          | 728-4230     | 1/31/12          |
| A           | Timothy Michalski  | 1583 Jefferson St.         | 1          | 726-2756     | 1/31/12          |
| A           | Bill Larson        | 1555 Randolph              | 1          | 755-5358     | 1/31/12          |
| A           | Byron Turnquist    | 1579 E. Harbour Towne Cir. | 1          | 755-9152     | 1/31/11          |
| A           | Blanche Smith      | 820 Stevens                | 2          | 773-3728     | 1/31/11          |
| A           |                    |                            |            |              | 1/31/11          |
| B           | Bryon L. Mazade    | 933 Terrace St.            | 0          | 724-6724     | Manager          |
| C           | Lawrence Spataro   | 1567 Sixth Street          | 1          | 725-9384     | Commission       |
| D           | Stephen Warmington | 1524 Lakeshore Dr.         | 1          | 755-5057     | Mayor            |

(\* Chairperson)

## **PUBLIC RELATIONS COMMITTEE / Communications**

### **PURPOSE**

To create a positive City Image and to promote the City of Muskegon using the following methods including, but not limited to:

1. Identify positive changes, and/or recognizing the contributions of individuals, groups and businesses within the city.
2. Explore positive marketing strategies.
3. Proposing special promotional projects.
4. Promote city services, programs and benefits to the community.
5. Develop links with the media to further working with all public relations networks.
6. Implement systems that will ensure effective communications of City related information, programs and policies.
7. Create an informed appreciation of the positive qualities of our city to inspire community pride, confidence and support.
8. Provide a calendar of events noting planned festivals, groundbreakings, significant meetings, etc.

### **MECHANICS**

ENABLING LAW: Resolution of City Commission. Oath not required  
APPOINTED BY: Mayor/City Commission  
MEETING: Second Tuesday of each month @ 4:00 P.M.  
City Hall – 1<sup>st</sup> Floor Conference Room #103  
TERM: 4 Years (stagger appointments)

### **COMPOSITION**

| <u>TYPE</u> |   | <u>DESCRIPTION</u>   |
|-------------|---|--|
| A           | 4 | Persons with Marketing and/or Public relations background. |
| B           | 3 | Citizens at large  |
| C           | 2 | City Commissioners   |

### **CURRENT MEMBERS**

(Staff Liaison – Ann Marie Becker)

| <u>TYPE</u> | <u>NAME</u>             | <u>ADDRESS</u>     | <u>ZIP</u> | <u>PHONE</u> | <u>TERM EXP.</u> |
|-------------|-------------------------|--------------------|------------|--------------|------------------|
| A           | Larry Halverson         | 3345 Germaine      | 1          | 780-1464     | 1/31/12          |
| A           | Duane Barns             | 3509 Channel Drive | 1          | 755-2660     | 1/31/10          |
| A           | Bill Loxterman *        | 221 S. Quarterline | 2          | 777-0341     | 1/31/11          |
| A           | John VanWyck *          | 1973 Seminole Rd   | 1          | 727-1246     | 1/31/13          |
| B           | Debra Brown-Hendrickson | 2235 Lakeshore Dr  | 1          | 759-0247     | 1/31/11          |
| B           | Jill Montgomery         | 2187 Miner #1      | 1          | 557-9440     | 1/31/10          |
| B           | Catherine Young         | 1579 Nelson St.    | 1          | 755-5000     | 1/31/13          |
| C           | Sue Wierengo            | 1510 Beach St.     | 1          | 755-4334     | Commissioner     |
| C           | Stephen Gawron          | 1362 Palmer        | 1          | 755-3425     | Commissioner     |

(\* Chairperson)

## **ZONING BOARD OF APPEALS**

### **PURPOSE**

To grant variances in cases where the general requirements of ordinance creates a hardship on individual owners and to make interpretation of code.

### **MECHANICS**

ENABLING LAW: State Act No. 207 of 1921, as amended (125.581) & Zoning Ordinance Article XXV – Oath not required.  
APPOINTED BY: Mayor/City Commission  
MEETING: Second Tuesday of each month @ 4:00 P.M.  
City Hall - Commission Chambers  
TERM: 3 Years

### **COMPOSITION**

| <u>TYPE</u> | <u>DESCRIPTION</u>           |
|-------------|------------------------------|
| A           | 1 City Commissioner          |
| B           | 5 Residents                  |
| C           | 1 Planning Commission Member |

### **CURRENT MEMBERS**

(Staff Liaison – Mike Cameron)

| <u>TYPE</u> | <u>NAME</u>         | <u>ADDRESS</u>      | <u>ZIP</u> | <u>PHONE</u> | <u>TERM EXP.</u> |
|-------------|---------------------|---------------------|------------|--------------|------------------|
| A           | Steve Wisneski      | 2321 Wickham        | 1          | 759-8604     | Commission       |
| B           | Raymond Hilt        | 1627 Jefferson      | 1          | 722-2538     | 1/31/12          |
| B           | Jane Clingman-Scott | 3485 Lake Dunes Dr. | 1          | 759-0593     | 1/31/10          |
| B           | Ernest Fordham      | 3201 Lake Ridge Ct. | 1          | 759-0026     | 1/31/11          |
| B           | Steven Brock        | 2110 Mann           | 1          | 759-8018     | 1/31/11          |
| B           | Eleanor Fife        | 1428 Hillcrest Dr.  | 2          | 354-7495     | 1/31/11          |
| C           | Bill Larson         | 1555 Randolph       | 1          | 755-5358     | 1/31/12          |

(\* Chairperson)